



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-006
EDUCATION
LIBRARIAN

Position Title: Librarian
Position Open Date: 2/12/2025- Until Filled
Position Status: Full-Time
Supervisor: Education Director/Assistant Director

Pay Level: \$60,372.58-\$90,558.86
Classification: Exempt
Location: Library

POSITION SUMMARY:

Responsible for development, oversight, coordination and provision of Library and Archival programs; ensures quality library services/programs are executed within the scope of work of the federal, state and grant funding agency requirements and regulations, as relevant.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Associate degree required, bachelor's degree preferred in library science or a related field; and formal coursework in library science; education or management fields can be considered; AND four (4) years of experience in a library setting; two (2) years of which were in a supervisory/managerial role.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Librarian Certificate Grade I and Grade II, or be able to obtain within 6 months to a year from hire.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Provides direction & oversight of Library Services & Archives of the Pueblo of Jemez.
- Plans and implements the operations of services, programs, and activities of the library.
- Manages and maintains the library and archival collections.
- Plans and implements new programs, educational and entertaining, for community members; collaborates with tribal departments and community schools.
- Stays current of industry trends, state & federal legislation, program guidelines and policies to ensure effectiveness and compliance.
- Monitors the budget; grants and contracts activities and expenditures; ensures funds are spent in accordance with finance policies and procedures.
- Writes program reports; compiles information for grant reports; represents the needs, priorities, and requirements of the tribal government to all funding agencies.
- Researches, applies for and obtains new library funding and program models from, federal, state and private agencies.
- Maintains effective relations with community organizations, groups and the public.
- Provides leadership, direction, training and work review to staff and volunteers; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work.
- Assists with general maintenance, organization, and security of the facility.
- Assists patrons with library services; provide members of the community with materials and services to pursue their own learning to meet their individual information needs.
- Attends meetings, conferences, summits and trainings as designated and reports back as requested.
- Maintains basic records of work performed, priorities, long and short term goals.
- Contributes to the overall quality of the Department of Education's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Towa language speaker preferred but not required.
- Principles and practices of library services program planning, development, implementation and administration.
- Library services trends and community needs and resources.
- Customer service and public relations methods and practices.
- Budgetary practices and terminology.
- Grant writing, reporting, and administration.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Managing program and project goals, objectives, procedures and work standards.
- The preparation of library services and computer center services within established guidelines and budgetary constraints.
- Providing customer services in the most cost effective and efficient manner.
- Implementing developmentally appropriate, multicultural, and bias free services and activities.
- Making accurate arithmetic and budget calculations and forecasts.
- Coordinating effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Preparing clear, concise and complete reports, correspondence and other written materials.
- Contributing effectively to the accomplishment of team, program or department goals, objectives and activities.
- Using initiative and independent judgment within established procedural guidelines.
- Communicating effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024